

Davis-Monthan Air Force Base

Integrity - Service - Excellence

Wide Area Work Flow Registration for Vendors



U.S. AIR FORCE

WAWF Website
<https://wawf.eb.mil>



WAWF-RA Objectives

- **WAWF is a Paperless Contracting Application designed to eliminate paper from the DoD contracting lifecycle**
 - **Web-based Invoicing and Receiving Report System**
 - **Creates an Electronic Commerce environment using existing tools**
-



WAWF-Vendor Benefits

- **Elimination of mailing expenses for U.S. postal service and internal mail handling (mail room etc.)**
 - **Reduction of lost or misplaced documents**
 - **Faster payments when discounts are offered and taken**
 - **Downloadable software from the web at no cost**
 - **Online access for payment status and history**
 - **Ability to correct rejected documents online and resubmit**
-



Hardware and Software Requirements

Minimum Hardware:

- **Pentium® or Pentium Pro processor-based computer (min i486™)**
- **SVGA Color Monitor**
- **64 MB RAM (minimum)**
- **Internet Access**

Software:

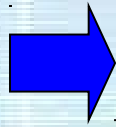
- **Windows 98, Windows NT 4.0 SP6, Windows 2000, or Windows XP**
 - **Netscape Navigator (128 bit) ver 4.75 - 4.79**
 - **Internet Explorer (128 bit) Version 5.5 SP2 or later**
 - **Microsoft CryptoAPI Dynamic Link Library Version 1.0.0.2**
 - **Adobe Acrobat Reader 4.0 or later**
-



Registration Process

- **Register in Central Contractor Registry (CCR)**
- **Establish an Electronic Business (EB) Point of Contact (POC) in CCR**
- **Self-Register on the WAWF web site using CCR information**

<https://wawf.eb.mil>



- **Self-Registration**
- **Logon**
- **Create a Document**
 - **Invoice Combo**
- **View Documents**
- **Rejects**
 - **Resubmit**
 - **Void**

**Click on
Self-Register**



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Area Command Ogden
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02-04-03:Release 3.0 TRAIN Build3 (HSM=N)

Vendor Users: Vendor11/Vendor1\$, Vendor22/Vendor2\$

Gov Users: GovIns30/GovIns3\$, GovAcc30/GovAcp3\$, GovLpo30/GovLpo3\$, GovPay30/GovPay3\$

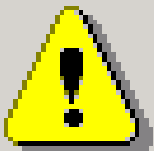
[Logon](#) to WAWF-RA (Registered user only)
[Self Register](#) to use WAWF-RA (New users)*
[Help](#) with registration for access to WAWF-RA

*Note: Your computer must be set up to run WAWF-RA before you can self register. See "About WAWF-RA."



When you get this message or a similar message,
you must call CSCASSIG at 866-618-5988
to establish a group
and location code for the CAGE code
before proceeding further

Microsoft Internet Explorer



There are no groups in the system for the CAGE Code entered.
Please click ok, and verify that the CAGE Code entered is correct,
or contact your Service/Agency Representative, WAWF PMO,
or help desk to establish a group for the CAGE Code.

OK

**Enter mandatory
fields*
and Click Continue**



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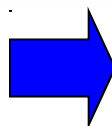
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WAWF Self Registration

* indicates mandatory field

| First Name * | Last Name * |
|---|----------------------|
| <input type="text"/> | <input type="text"/> |
| Commercial Telephone * | DSN Telephone |
| <input type="text"/> | <input type="text"/> |
| Rank/Grade (Mandatory for Government Users) | E-mail Address * |
| <input type="text"/> | <input type="text"/> |
| Job Description * | Title * |
| <input type="text"/> | <input type="text"/> |





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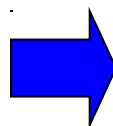
Wide Area Workflow

WAWF Self Registration

* indicates mandatory field

Logon Method *

- ☒ User ID and Password
☐ Digital Certificate



Continue

Return

Select User
ID
and
Password
click
Continue

Select vendor at
the drop down
menu



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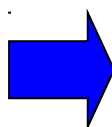
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WAWF Self Registration

* indicates mandatory field



| Role |
|-------------------------------------|
| Acceptor |
| Acceptor |
| Acceptor View Only |
| Admin By View Only |
| Auditor |
| Group Administrator |
| Help Administrator |
| Inspector |
| Inspector View Only |
| Issue By View Only |
| Local Processing Office |
| Local Processing Official View Only |

Click on Continue

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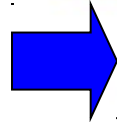
* indicates mandatory field

Role

Vendor

Continue

Return





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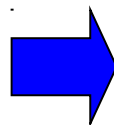
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WAWF Self Registration

* indicates mandatory field

| CAGE Code* | Extension |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |



Continue

Return

**Enter CAGE
Code
and click
continue**

**Click on the
Statement
Accountability box
then Register Now**



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WAWF Self Registration

* indicates mandatory field

Profile Information

| First Name | Last Name | Commercial Phone | DSN Phone | Email | Rank | Title | Job Description | Action |
|----------------------|---------------------|-------------------|-------------------|-------------------------|-----------------|-----------------|---------------------------|--------|
| Your first name here | Your last name here | Your phone number | Your phone number | Your email address here | Your grade here | Your title here | Your job description here | |

| Userid | Action |
|------------------|--------|
| You user ID here | |

Role Information

| Role | Group | Code | Extension | Action |
|--------|---------|-------|-----------|--------|
| Vendor | VENDOR1 | 1M3WD | | |

☐ STATEMENT OF ACCOUNTABILITY *

I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

Register Now

Cancel

You are now registered

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WAWF Self Registration

Thank you for registering for Wide Area Workflow. You will receive an email containing your userid. Once you have been activated by an administrator, you will receive another email containing a one time password. If you have any questions, please contact the help desk.

Profile Information

| First Name | Last Name | Commercial Phone | DSN Phone | Email | Rank | Title | Job Description |
|----------------------|---------------------|-------------------|-------------------|-------------------------|-----------------|-----------------|---------------------------|
| Your first name here | Your last name here | Your phone number | Your phone number | Your email address here | Your grade here | Your title here | Your job description here |

Userid

You user ID here

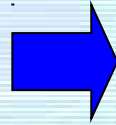
Role Information

| Role | Group | Code | Extension |
|--------|---------|-------|-----------|
| Vendor | VENDOR1 | 1M3WD | |

**You will receive an email containing your
User ID**



- **Self-Registration**



- **Logon**

- **Create a Document**

- ☐ **Invoice 2 in 1**

- ☐ **Invoice Combo**

- **View Documents**

- **Rejects**

- ☐ **Resubmit**

- ☐ **Void**



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*Note: Your computer must be set up to run WAWF-RA before you can self register. See "About WAWF-RA."

Click on
Logon

**Enter your User ID
and password
then Click Submit**



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WAWF - Logon

User Id

Password

Select Certificate

Submit

Return